



Bylaws of the Associated Students of Lewis-Clark State College

Last Amended September 3st, 2019

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BYLAWS OF THE ASSOCIATED STUDENTS OF LEWIS-CLARK STATE COLLEGE

Article I- Purpose

I. Section A: Statements

- 1.000** The purpose of this document is to outline and guide the elected and appointed members of the ASLCSC Council in the day to day operation of the ASLCSC that are not defined in the Constitution of the ASLCSC.
- 2.000** The ASLCSC shall not discriminate and shall strive to create a campus environment which understands, fosters, and embraces the expression of diversity among students, faculty, administration, and staff. Diversity encompasses differences in age, color, ethnicity, gender, gender identity, national origin, political interests, disability, race, religion, sexual orientation, socio-economic background, or veteran status.
- 3.000** Lewis-Clark State College, ASLCSC and the ASLCSC Council does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, religion, age, sex, national origin, disability, gender identity, protected veteran status, sexual orientation, political viewpoint or any other status protected under applicable federal, state or local law or college policy. This policy applies to all programs, services, and facilities, including applications, admissions, access to activities and employment.

I. Section B: Constitutional Preamble

- 1.000** We the students of Lewis-Clark State College, in the belief that students have the right and duty to play a significant role in guiding their college, do hereby establish the ASLCSC Constitution to facilitate the following: the articulation of student opinions and interests both in governance of the college and to the community; the encouragement of the greatest level of cooperation and communication between students and their organizations; the assurance of full student access to quality education; the provision for programs and services to benefit students; and the encouragement of the highest level of excellence in education.

Article II- Council Members

II. Section A: ASLCSC Officers

1.000 ASLCSC President

1.100 In the course of their duties, the President shall be expected to:

- 1.110** Call the session of the Council to order at the specified time of the specified day of the academic year and as per II.A.8.190 of the ASLCSC Bylaws.
- 1.120** Prepare the agenda of the order of business for each Council meeting.
 - 1.121** Set and draft a preliminary agenda and distribute it to each member of the ASLCSC Council 24-hours prior to the meeting.
 - 1.122** Place onto the agenda any item submitted to the president's electronic inbox by an ASLCSC Council member before 12:00 Noon of the Monday before a Council session.
 - 1.123** With the consent of the ASLCSC Advisor, prevent any item, that if passed or presented to the Council would be illegal or violate campus policy, or otherwise demonstrably harm the dignity of the student body, college or the Council, from being placed onto the agenda.
 - 1.124** The ASLCSC Advisor must be provided an electronic statement of the rationale for this prevention of scheduling and may override the ASLCSC

President if the agenda item does not harm the dignity of the college or violate the law or a specific campus policy.

- 1.125** Add, remove or reorder agenda items with a simple majority roll call vote once a session has been called to order.
- 1.130** Ensure that minutes and roll are kept of all Council meetings by the ASLCSC Administrative Assistant, ASLCSC Parliamentarian and/or designee.
- 1.131** The President shall designate a non-ASLCSC Council member to take minutes and roll in the event that the ASLCSC Administrative Assistant is absent.
- 1.132** The President shall ensure that the Administrative Assistant, Parliamentarian or designee transcribes and distributes the minutes to all appropriate parties within twenty-four (24) hours of the next Council session.
- 1.140** Preserve order and decorum during Council meetings and to decide points of order and parliamentary inquiry with the advice of the ASLCSC Advisor.
- 1.150** Conduct and declare all votes.
- 1.160** Communicate the actions of the ASLCSC Council to the appropriate person(s), bodies, or both.
- 1.170** Serve as ex-officio member of the ASLCSC Ethics Committee, and as a member of the ASLCSC Ways and Means Committee.
- 1.180** Oversee and account for the following ASLCSC accounts: General Reserve and General Operations.
- 1.190** The ASLCSC President shall provide documentation of a minimum of four (4) office hours per week during the academic year and a signed time sheet shall be given to the Senate Pro-Tempore no later than that following Monday.
- 1.200** The President may spend up to five hundred dollars (\$500.00) out of the general account once per semester without prior approval from the Council.
- 1.210** The President may not allocate funds towards agenda items which have went before the Council and were not subsequently affirmed by a majority vote.
- 1.400** The President shall organize an ASLCSC Council retreat and work session(s) to plan and organize the operations of the ASLCSC for the school year.
- 1.410** This retreat will take place prior to October 1 and will not exceed a total cost of two thousand and seventeen dollars (\$2,017).
- 1.500** Prior to assuming office, A Letter of Intent will be filed with the Election Board by the President-elect stating their acceptance of the office for which they have been elected.
- 1.510** Letters of Intent are due in the ASLCSC Council Office no later than 4:30 PM the Friday before Sine Die.
- 1.600** A signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy will be submitted to the ASLCSC Administrative Assistant no later than 4:30 PM the Friday before Sine Die.
- 1.700** The president may veto votes of the ASLCSC Council within 48-hours of a Council Session. Electronic notification of the veto must be provided to all Council members, the ASLCSC Advisor, and the ASLCSC Administrative Assistant or designee at the time a veto is exercised.
- 1.710** If the veto power is exercised, a rationale must be provided along with the electronic statement of veto.
- 1.720** There is no veto authority over Ethics Committee rulings, vacancy

nominations, Stipend Reductions or Stipend Modifications and the veto power may in no way be exercised during grievance proceedings.

1.730 The ASLCSC Council may overturn a veto upon a two-thirds (2 / 3) majority vote of the Senate with quorum at the next General Session of the Council.

1.800 Failure to fulfil duties delineated in the ASLCSC Bylaws & Constitution will result in a Stipend Reduction as deemed necessary by the ASLCSC Advisor, subject to a majority vote of the Council.

2.000 ASLCSC Vice-President

2.100 In the course of their duties, the Vice-President shall be expected to:

2.110 Keep, maintain and share records of the present financial status of all ASLCSC accounts at the second Council meeting of each month.

2.111 Examine the spending records of all accounts, both periodically and upon the request of the ASLCSC President, Senate Pro-Tempore, ASLCSC Advisor, or the Administrative Assistant or designee.

2.112 Oversee all accounts supported by Student Fees and administered by the ASLCSC.

2.113 Serve as the financial liaison to the ASLCSC Council on all financial matters concerning ASLCSC funds.

2.114 Meet with the Finance Committee throughout the school year prior to any address of the financial budgetary issues to the ASLCSC Council.

2.120 Cast a vote in situations where there is a tie on a vote related to ASLCSC Council agenda items, appointments, or Chairpersons of the ASLCSC.

2.121 The ASLCSC Vice-President shall not vote on any matters related to stipend reduction, stipend modification or the grievance process.

2.130 Serve as Chairperson for the Finance, Graduation Banquet, and Christmas Craft Fair Committees.

2.131 May spend up to two hundred fifty dollars (\$250.00) from the Craft Fair and Graduation accounts. Approval of the Council by a simple majority is required for any expenditure over two hundred fifty dollars (\$250) from the Craft Fair Account or the Graduation Account.

2.132 Must get two-thirds (2/3) approval vote of the Council present for any expenditure from any ASLCSC account that will place that account into a deficit, or if that account is already in deficit.

2.140 The ASLCSC Vice- President shall provide documentation of a minimum of four (4) office hours per week during the academic year and a signed time sheet shall be given to the Senate Pro-Tempore no later than that following Monday.

2.200 A Letter of Intent will be filed with the Election Board by the Vice-President elect stating acceptance of the office of ASLCSC Vice-President.

2.210 The Letter of Intent is due in the ASLCSC Council office no later than 4:30 PM the Friday before Sine Die.

2.300 A signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy will be submitted to the ASLCSC Administrative Assistant no later than 4:30 PM the Friday before Sine Die.

2.400 Failure to fulfil duties delineated in the ASLCSC Bylaws & Constitution will result in a Stipend Reduction as deemed necessary by the ASLCSC Advisor and Administrative Assistant, subject to a majority vote of the Council with quorum.

3.000 ASLCSC Senate Pro-Tempore

- 3.100** In the course of their duties, the Senate Pro-Tempore shall be expected to:
- 3.110** Fulfill the duties of the Vice-President as Acting Vice-President in the event of excused absence or impeachment
 - 3.120** Serve as Chairperson of the Ways and Means Committee.
 - 3.130** To be responsible for the physical and operational aspects of the ASLCSC Council office, the enforcement of Article VII of the ASLCSC Bylaws and for ensuring the record keeping of proper office hours by all ASLCSC members.
 - 3.131** The Senate Pro-Tempore must collect a timesheet from each member no later than the following Monday of each week.
 - 3.132** Review the conduct, attendance, and performance of all the ASLCSC Council Members as necessary or at least each semester, compiling a report on the activities of each ASLCSC Council Member with the assistance of the Justice Senator and Senate Pro-Tempore. Reviews shall be kept in writing with the Administrative Assistant and shall be filed no later than (1) week prior to the first stipend disbursement of each semester.
- 3.200** The nominees for the Senate Pro-Tempore will be elected by a simple majority vote of all elected members of the Council and should, if at all possible, have previous experience within the ASLCSC Council.
- 3.300** In the event the Senate Pro-Tempore is absent from campus or the position is vacant, the President may appoint a Senator as Acting Senate Pro-Tempore, who will assume all duties of the Senate Pro-Tempore.
- 3.310** An Acting Senate Pro-Tempore may not receive an additional stipend until confirmed as Senate Pro Tempore by normal appointment procedures.
- 3.400** Failure to fulfil duties delineated in the ASLCSC Bylaws & Constitution will result in a Stipend Reduction as deemed necessary by the ASLCSC Advisor and Administrative Assistant, subject to a majority vote of the Council.

4.000 Media Relations Senator

- 4.100** In the course of their duties, the Media Relations Senator shall be expected to:
- 4.110** Adhere and ensure compliance to campus posting policies and LCSC Public Relations policies.
 - 4.120** Inform the students of upcoming campus and community events.
 - 4.121** Update the Digital Calendar, publish social media posts, and post fliers.
 - 4.122** Submit weekly ads to The Pathfinder & monthly underwriting updates to KLCZ.
 - 4.123** Update the kiosk and Physical Calendar at the beginning of every month.
 - 4.124** Must provide the student body notice if the Council meets outside the Council Chamber four (4) business days prior to the meeting, with the correct place and time of the Council meeting.
 - 4.125** Public notice will include, but is not limited to, printed information posted on electronic and/or bulletin boards in all campus buildings and social media account(s).
 - 4.130** Serve as the ASLCSC representative on the LCSC Communications Board.
- 4.200** Nominees for the Media Relation Senator will be elected by a simple majority vote of the Council.
- 4.210** The Media Senator may not actively hold employment or perform paid work for

with any student Media, LCSC public relations, campus athletic media or external media organization during their tenure as Media Relations Senator. Holding such employment shall constitute a relinquishment of office.

- 4.300** Failure to fulfil duties delineated in the ASLCSC Bylaws & Constitution will result in a Stipend Reduction as deemed necessary by the ASLCSC Advisor and/or the Administrative Assistant or designee, subject to a majority vote of the Council.

5.000 Committees Senator

- 5.100** In the course of their duties, the Committees Senator shall be expected to:
- 5.110** Compile minutes and up-to-date Policies and Procedures for all ASLCSC Campus Committees and ASLCSC Council Committees.
 - 5.120** Ensure that all ASLCSC Campus Committees are attended and staffed by ASLCSC Council members.
 - 5.130** Communicate with Council Committee Chairpersons by the sixth regular session of the ASLCSC Council or when necessary due to the level of activity.
 - 5.140** Recruit and coordinate volunteers or staff members for committees, events, and activities, as needed.
 - 5.150** Monitor the status of events and activities within each Council Committee.
 - 5.160** Report, in writing, any violations of ASLCSC Attendance Policy to the ASLCSC President, ASLCSC Advisor and the ASLCSC Senate Pro-Tempore.
 - 5.161** Review the conduct, attendance, and performance of all the ASLCSC Council Members as necessary or at least each semester, compiling a report on the activities of each ASLCSC Council Member with the assistance of the Justice Senator and Senate Pro-Tempore. Reviews shall be kept in writing with the Administrative Assistant and shall be filed no later than (1) week prior to the first stipend disbursement of each semester.
 - 5.170** Work with the other members of the Council to assemble a List of Committee Assignments by the third regular session of the ASLCSC Council each semester.
 - 5.171** An electronic copy of final committee assignments shall be provided to all Council Members.
 - 5.180** The Committees Senator will fulfill these and any other duties that the ASLCSC President deems appropriate, within reasonability.
- 5.200** The Committees Senator is prohibited from membership on any ASLCSC Council Special Committees, but they are allowed membership in Council General Committees. Membership is also prohibited from any Campus wide committee that reports back to the ASLCSC, unless approved by the ASLCSC Advisor and/or Administrative Assistant or designee.
- 5.300** If necessary, shall introduce a 'Bylaw Amendment' to modify the Master Committees List in Article III Section C to reflect current committees.
- 5.500** The nominees for the Committees Senator will be elected by a majority vote of the Council and should have previous experience within the ASLCSC.
- 5.600** Failure to fulfil duties delineated in the ASLCSC Bylaws & Constitution will result in a Stipend Reduction as deemed necessary by the ASLCSC Advisor and Administrative Assistant, subject to a majority vote of the Council.

6.000 Justice Senator

- 6.100** In the course of their duties, the Justice Senator shall be expected to:
- 6.110** Serve on the Student Hearing Board.
 - 6.111** In the case that a conflict of interest arises, a replacement will be

appointed by the ASLCSC Advisor.

- 6.120** Perform and adhere to all duties and responsibilities as set forth in the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
- 6.130** Serve as the Chairperson of Election Board.
 - 6.131** If seeking reelection or election to a different ASLCSC Council Office, the ASLCSC Advisor and/or Administrative Assistant or designee will decide an appropriate chairperson.
 - 6.132** Nominate Election Board members as deemed appropriate.
 - 6.133** Write and enforce the Election Code for the current election. If running for Office, enforcement duties shall be fulfilled by the designated chair of the Election Board.
- 6.140** Serve on the ASLCSC Ways and Means Committee.
 - 6.141** In the case that a conflict of interest arises, a replacement will be appointed by the ASLCSC Advisor.
- 6.150** Shall maintain an updated copy of “Active Council Resolutions” in a binder to be kept at their desk in the ASLCSC Office.
- 6.160** The Justice Senator will fulfill these and any other duties deemed appropriate by the ASLCSC President, within reasonability.
- 6.200** Failure to fulfill duties will result in a Stipend Reduction as deemed necessary by the ASLCSC Advisor and/or the Administrative Assistant or designee, subject to a majority vote of the Council.

7.000 Council Duties and Responsibilities

- 7.100** In the course of their duties, every ASLCSC Council Member shall be expected to:
 - 7.110** Inform the ASLCSC Advisor of any change of school, within ten (10) days. This shall be done in written and electronic form.
 - 7.120** Uphold the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures at all times, as well Federal, Idaho State, Nez Perce County and Lewiston law.
 - 7.130** File a Letter of Intent with the Election Board by each Council Member-elect stating their acceptance of the office for which they have been elected.
 - 7.131** The Letter of Intent is due in the ASLCSC Council office no later than 4:30 PM the Friday before Sine Die.
 - 7.140** Submit a signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy no later than 4:30 PM the Friday before Sine Die.
 - 7.141** Originals of the Statement of Acknowledgement will be filed with the ASLCSC Administrative Assistant.
 - 7.160** Act in compliance with the LCSC Student Code of Conduct at all times.
 - 7.170** Hold membership in at least two (2) ASLCSC Council Committees and two (2) ASLCSC Campus Committees, including forwarding minutes and regular updates to the ASLCSC during regular sessions.
 - 7.180** Each general Council member shall provide documentation of a minimum of two (2) ASLCSC office hours per week and a signed time sheet shall be given to the Senate Pro-Tempore no later than the following Monday.
 - 7.181** Repeated failure to submit time sheets or the submission of insufficient office hours will result in disciplinary actions.
 - 7.182** These disciplinary actions may include, but are not limited to:

- a) Verbal warning from the Senate Pro-Tempore
- b) Written warning from the Senate Pro-Tempore
- c) A third warning will result in a meeting with the ASLCSC Advisor, potentially resulting in a Stipend Reduction, the initiation of the ASLCSC grievance process, Stipend Modification and/or dismissal.

7.190 Meet all demands set forth in the ASLCSC Bylaws, Student Council syllabus, ASLCSC attendance policy, Student Code of Conduct, and the code of ethics.

7.200 Failure to fulfil duties delineated in the ASLCSC Bylaws & Constitution will result in a Stipend Reduction as deemed necessary by the ASLCSC Advisor, subject to a majority vote of the Council with quorum.

8.000 The Council & Council Session

8.100 The ASLCSC Council will have a minimum of one meeting per week to conduct official business and vote on agenda items.

8.110 The public session of the ASLCSC Council shall be conducted in accordance with the rules and regulations in this section.

8.120 All rules of order not specified in the ASLCSC Constitution or Bylaws shall be subject to the guidelines set forth in Robert's Rules of Order.

8.121 The Council at any time, by a majority vote, may omit the guidelines of Robert's Rules of Order with the provision that a written set of guidelines be adopted and a copy of these guidelines be distributed to each member of the Council.

8.130 The Council or any committee of the Council may not conduct official business without a quorum.

8.131 A quorum shall consist of fifty-one percent (51%) or more voting members for Council Meetings as defined by the ASLCSC Constitution, Article II, Section III, 4.

8.132 A quorum for all other ASLCSC Council Committees will be defined as fifty-one percent (51%) or more of the voting members of the committee.

8.140 The President shall recognize and record the names of those members of the public indicating a desire to discuss an issue during Good of the Order once acknowledged by the ASLCSC President or designee.

8.142 Members of the student body and the wider public have the right to attend public sessions of the ASLCSC Council as members of the Council Gallery, unless otherwise prohibited by campus policy or the law.

8.143 To request disability accommodations for a public session or other ASLCSC sponsored event, please contact the ASLCSC Advisor or ASLCSC President at least one week prior to the event date.

8.144 Members of the ASLCSC shall, in all situations, make a good faith effort to provide appropriate accommodations for members of the public, reaching out for the assistance of LCSC Disability Services if needed.

8.145 The Media Senator and/or Parliamentarian should make a good faith effort each public meeting to livestream or record the proceedings of each meeting and make a good faith effort to post these to the ASLCSC webpage and/or ASLCSC Social Media Accounts.

8.150 The President shall, at their discretion, cease the debate of any speaker if the speaker's comments are either out of order or not appropriate or germane to the

issue at hand, subject to appeal by a majority of the voting Council members present.

8.170 The ASLCSC Council shall conduct its business in general council meetings, and the President shall compose preliminary agendas for such meetings, in the following order:

- 8.171**
- I. Call to order
 - II. Roll Call
 - III. Approval of the Minutes
 - IV. ASLCSC Advisor
 - V. LCSC Administration
 - VI. ASLCSC President, Vice-President
 - VII. Old Business
 - VIII. New Business
 - IV. Council Information Reports
 - a. Committees Reports
 - b. Media Relations Update
 - c. Project Updates
 - d. New Ideas
 - IX. Good of the Order
 - X. Adjournment

8.172 Old Business and New Business shall include but is not limited to resolutions, appointments, approvals of expenditure, stipend reductions, Bylaw amendments, and/or committee assignments.

8.180 All votes, except for approval of the minutes, editorial amendments, adjournment, and Sine Die, will be roll call votes.

8.181 Roll call votes shall be conducted in alphabetical order by last name.

8.182 The ASLCSC Administrative Assistant or designee shall be responsible for recording roll call votes into the official minutes with each Senator's vote being recorded.

8.183 The ASLCSC President may veto a vote of the Council in accordance with the procedures detailed in Article II Section A: 1.250-1.300 of the ASLCSC Bylaws.

8.190 The meeting time of the Council will be 4:30 PM every Tuesday, unless otherwise indicated by a unanimous vote of the Council.

8.191 The official ASLCSC Council Chamber shall be defined prior to the Fall Semester. These meetings shall be open to the public.

8.192 If the Council meets outside the Council Chamber, public notice must be given four (4) business days prior to the meeting, with the correct place and time of the Council meeting.

8.193 Public notice will include, but is not limited to, printed information posted on electronic and/or bulletin boards in all campus buildings and social media account(s).

8.194 Public notice will be the responsibility of the Media Relations Senator.

8.200 Council members should attempt to reserve time for work sessions to be held on Tuesdays after Regular Sessions or on Thursdays at 4:30 PM, as needed.

9.000 Executive Session

- 9.100** Executive Sessions of the Council for the purposes of internal disputes and staffing issues shall be convened in the Senate Chambers.
- 9.110** A motion to move into Executive Session is always in order, is debatable, and must receive a two-thirds (2/3) majority vote of the Council present.
- 9.120** No binding vote may be taken in Executive Session.
- 9.130** The following persons shall attend an Executive Session of the Council.
 - 9.131** The President and Vice-President.
 - 9.132** The voting members of the Council.
 - 9.133** The ASLCSC Advisor and Administrative Assistant or designee.
 - 9.134** Persons invited by the Council.
- 9.140** All information presented in Executive Sessions shall be considered privileged and confidential and not open to public disclosure, unless required by Title IX or other relevant campus policies.

10.000 Vacant Seats

- 10.100** Vacant seats of the ASLCSC Council shall be filled by the following procedure:
 - 10.110** The Senate Pro-Tempore and Media Relations Senator must make reasonable efforts to inform the ASLCSC Student Body of the vacancy before the president makes a recommendation to the ASLCSC Council.
 - 10.111** No appointments can be made until at least ten (10) business days after the advertising has started.
 - 10.120** When a Council seat becomes vacant for any reason, the President will recommend to the Council, a nominee for the ASLCSC Council to approve the appointment of the seat.
 - 10.121** The recommendation must pass the ASLCSC Council with a two-thirds (2/3) vote of the ASLCSC Council present.
 - 10.130** If for any reason a recommendation of an applicant is not submitted to the ASLCSC Senate Pro-Tempore within twenty (20) business days after the vacancy has occurred, any ASLCSC Senator or the ASLCSC Advisor may introduce an agenda item to the ASLCSC Council with their nomination for appointment.
- 10.200** The filling of vacancies will be in the following manner:
 - 10.210** A vacancy occurring in the ASLCSC Presidency shall be filled by the ASLCSC Vice-President.
 - 10.220** When the vacancy of the ASLCSC Vice-President occurs, the Senate Pro-Tempore of the ASLCSC Council shall assume the duties of the Vice-President until a new Vice-President is appointed by the ASLCSC President.
 - 10.221** If an appointment is not put forward by the President within ten (10) business days from the date of vacancy, the acting Vice-President shall become the new ASLCSC Vice-President.
 - 10.230** No member of the ASLCSC will hold more than one position in the ASLCSC Council.

11.000 Information Session for the ASLCSC Council

- 11.100** An information session will be held for the President, Vice-President and all Senators elect with the incumbent President, Vice-President and Senate Pro-Tempore.
- 11.110** The information session will be held the last Thursday in April at noon.
- 11.120** The incumbent President shall sponsor and notify all participants in writing of the information session.

- 11.130** The information session shall be presided over by the incumbent President.
- 11.140** Each new Council member shall be given a copy of the ASLCSC Constitution and the Bylaws of the ASLCSC Council for them to review by Sine Die.
- 11.150** Prior to assuming office, any ASLCSC Senator elect who cannot attend the information session will be required to spend a minimum of two (2) hours with an incumbent Council member appropriate to their elected position.

12.000 Sine Die

- 12.100** The ASLCSC Council in their Second Regular Session will be dismissed at their last regular meeting on the Tuesday of “No Final Exam Week” as defined by the LCSC Academic Calendar.
- 12.110** The incoming ASLCSC Council in their First Regular Session will convene the first Tuesday in May, immediately after the outgoing ASLCSC Council is dismissed, Sine Die.

II. Section B: Business Conduct

1.000 Definition of Business

- 1.100** Business will be conducted through a general discussion with a roll call vote taken by the Administrative Assistant or designee and recorded in the minutes. Business will include all items listed in ASLCSC Bylaws Article II Section A: 8.172.
- 1.200** Unless otherwise specified by the ASLCSC Bylaws or Constitution, Business items shall pass or fail by a simple majority with a quorum and may be subject to Presidential veto.

2.000 Definition of Resolution

- 2.100** Resolutions shall consist of an official written statement of intent, feeling, or official position of the ASLCSC, directed towards a person, body, or policy.
- 2.200** Resolutions are established by a two-thirds (2/3) majority vote of the ASLCSC Council.

3.000 Definition of General Council Meeting

- 3.100** General council meeting is the convening of the ASLCSC Council to make a decision and/or to deliberate toward a decision on any matter on the date fixed by the ASLCSC Bylaws to conduct the business.
- 3.110** Special council meeting is a convening of the ASLCSC Council in accordance with a special call for the conduct of business as specified in the call.
- 3.120** No special council meeting shall be held without at least a twenty-four (24) hour meeting and agenda notice, unless an emergency exists.
- 3.130** An emergency is a situation that includes, but is not limited to, injury and/or damage to persons and/or property, immediate financial loss, and/or the likelihood of an injury, damage or loss. A special meeting held due to an emergency is exempt from the notice requirements if it is impractical, increase the likelihood and/or severity of such injury, damage or loss, and/or the reason for the emergency is stated at the outset of the meeting.
- 3.140** Executive session is not considered a special council meeting.

4.000 Submitting an Agenda Item

- 4.100** Business will be brought up during a meeting, and if the business needs voted on, a roll call vote will be taken, and results of the roll call vote will be recorded in the minutes.
- 4.200** New business will be submitted by members of the ASLCSC Council to the President Monday before Noon (12:00 PM). Agenda will be emailed to all members twenty-four (24) hours before meeting (4:30 PM) to all members of ASLCSC.

- 4.300** Items submitted to the ASLCSC President by a Council member or LCSC Administration before the deadline will be placed on the agenda except under the submission of a written appeal with rationale to the ASLCSC Advisor if the ASLCSC President exercises their prevention power described in the ASLCSC Bylaws Article II Section A 1.123.
- 4.400** When submitting agenda items to the ASLCSC President’s office, ASLCSC members should forward the agenda items to the Administrative Assistant or designee to ensure equitable agenda setting.

Article III- Committees

III. Section A: ASLCSC Council Committees

1.000 Council Committees

- 1.100** The term “committee” for this section is a general term for committee, sub-committee, board, liaison, advisory, and similar bodies.
- 1.120** The ASLCSC shall have three main types of committees:
- 1) “LCSC Campus Committees” consisting of those committees which ASLCSC has been invited to have an official Representative attend
 - 2) “General Council Committees” consisting of all committees overseen by the ASLCSC that are not special committees.
 - 3) “Special Council Committees” consisting of all those committees which have special rules governing their membership, operations and/or responsibilities and are overseen by ASLCSC.
- 1.200** The ASLCSC Special Council Committees consist of: the Election Board, Ethics Committee, Finance Committee, Ways & Means Committee and the Associated Students Activities Board. These listed Council Special Committees are specially governed by the ASLCSC bylaws in this section.
- 1.300** All ASLCSC Committees shall be bound by the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
- 1.400** No ASLCSC Council Committee shall conduct official business without a quorum.
- 1.410** A quorum is defined as no less than fifty-one percent (51%) of the voting members.
- 1.500** All ASLCSC Council Committees shall convene for the first meeting of each academic year as soon as feasible.
- 1.600** Committee Chairperson, Vice-Chairperson, and Secretary will be elected by a simple majority vote of that Council Committee members at the first meeting of the committee unless otherwise stipulated in the ASLCSC Constitution, Bylaws, Codes, or Policies and Procedures.
- 1.800** Council Committees consist of all committees directly under the purview of the ASLCSC Council.
- 1.810** Council Committees include all Special, General and temporary committees.

2.000 Rules and Responsibilities

- 2.100** All representatives serving on ASLCSC Council Committees will follow the recognized rules and regulations of the committee(s) on which they serve unless in conflict with the student code of conduct, the law or campus policy.
- 2.200** No committee shall conduct business without a quorum.
- 2.300** Maintain contact and provide copies of minutes from meetings to the ASLCSC President, ASLCSC Administrative Assistant or designee & the Committees Senator.

- 2.400** At the first committee meeting of the academic year all committees will discuss, set, or amend Policies and Procedures, if necessary. The committees shall also set and submit goals for the committee to the Committees Senator for the coming academic year.
- 2.410** Send to the Justice Senator any new or amended Policies and Procedures of the committee for review of constitutionality.
 - 2.411** Upon the Justice Senator's approval for constitutionality, the Policies and Procedures must be sent to the ASLCSC Council for ratification.
- 2.420** If the committee feels that no goals can be set for the committee, by a two-thirds (2/3) majority vote of the committee, the committee may decide to make a recommendation to the ASLCSC Council to dissolve the committee.
 - 2.421** To formally dissolve an ASLCSC Council Committee, a two-thirds (2/3) majority vote of the ASLCSC Council must approve the dissolution.
 - 2.422** If the ASLCSC Council does not approve the dissolution of the Council Committee, the ASLCSC Council must make recommendations for a course of action for the committee.
 - 2.423** ASLCSC General Council Committees shall be created or dissolved by an ASLCSC Bylaw Amendment to Article III Section C. Committees, unless specified below for a Special Council Committee, are considered all General Committees are bound by the guidelines in Article III, Section A.
- 2.500** Committee meetings shall be conducted by the committee Chairperson. With the absence of the Chairperson from a committee meeting, the Vice-Chairperson shall conduct the meeting.
- 2.600** Secretaries shall be responsible for the meeting minutes and their distribution to other committee members and the ASLCSC Committees Senator.
- 2.700** Committee members should look at past committee folders and Policies and Procedures for guidance or contact the ASLCSC Administrative Assistant for assistance.
- 2.800** ASLCSC Council representatives serving on ASLCSC Council Committees are required to report to the ASLCSC Council on the committee activities at the first Council session following the ASLCSC Council Committee meeting.
- 3.000 Positions**
 - 3.100** Any member of the ASLCSC may serve as a representative on General Council Committees with the approval of the Committees Senator and ASCLSC Advisor.
 - 3.200** Upon the resignation of any committee Chairperson the Vice-Chairperson shall become the chairperson and a new vice-chair will be elected by a majority vote of the committee.
- 4.000 Finance Committee**
 - 4.100** The Finance Committee shall consist of four (4) ASLCSC Senators and the ASLCSC Vice-President as the Chairperson, with the ASLCSC President as ex-officio.
 - 4.200** The duties and responsibilities of the Finance Committee shall include:
 - 4.210** To advise the ASLCSC Council on the appropriation of ASLCSC Council funds.
 - 4.211** ASLCSC Council funds include, but are not limited to: General Operations, General Reserve, Student Council Stipends, Graduation Banquet, Craft Fair, and Clubs & Organizations
 - 4.212** To ensure up to date policies, procedures and forms regarding club funding opportunities can be found on the ASLCSC webpage.
 - 4.213** Clubs and Organizations are entitled to start-up and matching funds from the ASLCSC Clubs and Organizations fund for recognized Clubs and

Organizations, as well the right to apply for supplemental funding from the ASLCSC Clubs and Organizations fund.

4.214 Clubs and Organizations will submit a request either in writing or electronically through the ASLCSC Webpage to the ASLCSC Administrative Assistant and/or designee by **November 1st** or March 1st for the Fall and Spring respectively. This will include an account statement for dollar amount when applying for fund matching.

4.215 Proposals and applications for supplemental funding are presented to the Finance Committee for disbursement consideration.

4.216 Agenda items for approval for Clubs and Organizations funding shall be initiated by the Chairperson to be brought to the ASLCSC Council floor for approval by simple majority vote of the ASLCSC Council present.

4.220 To be the advisory body for the ASLCSC Council and Ethics Committee on all matters of financial concern regarding the misuse of ASLCSC funds, such as embezzlement, misappropriation of funds and violations of LCSC policy. These concerns may be forwarded to the relevant campus and law enforcement authorities if there is clear evidence of any of the aforementioned offenses.

5.000 Ethics Committee

5.100 The Ethics Committee shall consist of three (3) ASLCSC Senators with the President as a non-voting ex-officio member and the Justice Senator as the Chairperson.

5.110 Senate Pro-Tempore or the most senior member of ASLCSC without a conflict of interest will stand in place for Justice Senator if a clear conflict of interest exists.

5.200 The duties and responsibilities of the Ethics Committee shall include:

5.210 Review the conduct, attendance, and performance of all the ASLCSC Council Members as seen necessary or at least once a semester, compiling a publicly available report on the activities of each ASLCSC Council Member with the assistance of the Committees Senator and Senate Pro-Tempore.

5.230 Review in-house grievances of the ASLCSC Council and make recommendations to the ASLCSC Council for final action.

5.231 All grievances must be filed in writing and electronically with the chair per the grievance procedures outlined in Article VI Section B.

5.240 Recommend in writing to the ASLCSC Council any ASLCSC Senator for reprimand or impeachment.

5.241 This recommendation can only come after a formal investigation by the ASLCSC Ways and Means Committee.

5.250 Recommend for a special commendation any ASLCSC Senators who have shown exemplary service to or for the ASLCSC.

5.251 A special commendation is available only for recognition of service or achievements above and beyond the regular call of duty for ASLCSC Council.

5.252 A special commendation is not the same as an award for service.

5.260 Perform other duties within the confines of the Bylaws that the Justice Senator deems appropriate.

6.000 Ways and Means Committee

6.100 The Ways and Means Committee shall consist of the Chairpersons of the Finance and Ethics Committees, the Senate Pro-Tempore, and the President, unless there is a conflict

of interest for a member of this committee, in which case these vacancies may be filled by designees appointed by the ASLCSC Advisor at their discretion.

- 6.200** The ASLCSC Senate Pro-Tempore shall be the Chairperson of the Ways and Means Committee.
- 6.300** In the event of absence or conflict of interest, vacancies on the Ways and Means Committee shall be filled by the most experienced member of ASLCSC without a conflict of interest.
- 6.400** The Committee will meet when deemed necessary by the Chairperson, or when deemed necessary by the ASLCSC President.
- 6.500** The duties and responsibilities of the Ways and Means Committee shall be:
 - 6.510** For the investigation of any improper ASLCSC Council activities.
 - 6.520** For maintaining five (5) current up-to-date copies of the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
 - 6.521** One (1) set shall be kept in the ASLCSC President's office
 - 6.522** One (1) set shall be kept in the ASLCSC Council office.
 - 6.523** One (1) set shall be kept with Administrative Assistant at the Coeur d'Alene ASLCSC office.
 - 6.524** One (1) set shall be kept in hard copy with the ASLCSC Advisor and One (1) set shall be kept in digital form with the ASLCSC Advisor
 - 6.530** To review and make recommendations to the ASLCSC Council on all amendments to the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
 - 6.540** To perform other functions that the ASLCSC Senate Pro-Tempore and/or the ASLCSC advisor deem appropriate.
- 7.000 Associated Students Activities Board**
 - 7.100** The Associated Students Activities Board shall be chaired by the ASLCSC Vice-President or the President, as well as a representative from the Residence Life, the Warrior Entertainment Board, Student Rec, and a Representative designated by the L-C Warrior Athletics.
 - 7.110** The ASAB may also invite other student club leadership to join the ASAB's meetings.
 - 7.200** The committee will meet when deemed necessary by the Chairperson to conduct business relating to the Clubs and Organizations of the Student Union.

III. Section B: LCSC Campus Committees

1.000 General

- 1.100** The term "committee" is a general term for committee, sub-committee, Council, board, liaison, advisory, working group and similar bodies.
- 1.200** Campus Committees consist of all committees directly under the purview of LCSC.
 - 1.210** LCSC Campus Committees include all Administration, Faculty, and Staff standing and temporary committees listed in ASLCSC Bylaws III.C.3.000.

2.000 Rules and Responsibilities

- 2.100** ASLCSC Representatives serving on LCSC Campus Committees will follow the Policies and Procedures, rules, charters, and regulations of the committee(s) on which they serve.
- 2.200** ASLCSC Representative(s) serving on LCSC Campus Committees are required to attend all committee meetings and report to the ASLCSC Council on the respective committee activities at the first ASLCSC Council session following the LCSC Campus Committee

meeting. Meeting minutes will be submitted to the Administrative Assistant and/or designee.

2.210 If unable to attend a committee meeting, the Council member assigned to that committee shall find a replacement to attend in their stead.

2.220 Failure to both attend committee meetings and/or find a replacement may result in Stipend Reduction, Stipend Modification or other form of censure.

2.230 Outstanding circumstances will be decided on a per case basis by consensus of the ASLCSC Advisor and the ASLCSC President.

2.300 All ASLCSC Representatives serving on LCSC Campus Committees will follow the ASLCSC Constitution, Bylaws, Codes of Conduct, and Policies and Procedures, as well as the Policies and Procedures, rules, charters, and regulations of the LCSC Campus Committee(s) on which they serve.

3.000 Positions

3.100 Any member of the ASLCSC Council may serve as an ASLCSC Representative on LCSC Campus Committees with the approval of the ASLCSC Council.

3.110 The ASLCSC Committee Senator will keep a public record of committee assignments, and the ASLCSC President will appoint a representative for each committee in accordance with ASLCSC Bylaws Article III Section C: Line 1.000.

3.200 The number of student representatives on each LCSC Campus Committee shall be determined by the various LCSC Constitutions, Bylaws, Policy and Procedures, rules, charters, and regulations, etc. and will be set by the List of Committee Assignments generated by the Committees Senator.

III. Section C: Committees Master List

1.000 This section should be reviewed and updated by the Committees Senator each semester at the third (3rd) Council session of each semester. Revisions shall be presented as a "Bylaw Amendment." It shall reflect alphabetical order in the listing of the committees, with the full List of Committee Assignments to be attached to this agenda item and ratified concurrently.

2.000 Permanent ASLCSC General and Special Council Committees List:

2.100 (1) Christmas Craft Fair Committee, (2) Diversity Committee, (3) Election Board, (4) Ethics Committee, (5) Finance Committee, (6) Graduation Banquet Committee, (7) Legacy Project Committee, (8) Associated Students Activities Board, (9) Ways & Means Committee.

3.000 Permanent LCSC Campus Committees List:

3.100 (1) Alumni Board, (2) Athletic Advisory, (3) Budget Committee, (4) Center for Arts & History Liaison, (5) Communication Board, (6) Co-Curricular & Institutional Development Committee, (7) Faculty Senate Representative, (8) Faculty Senate: Curriculum Committee, (9) Faculty Senate: Student Affairs Committee, (10) Idaho Human Rights & MLK Jr. Day Planning Committee, (11) LC Cares Committee, (12) Library Liaison, (13) Safety Committee, (14) Student Hearing Board, (15) Student Involvement Committee, (16) Student Life Committee, (17) Student Performing Arts Committee, (18) Student Union Building Board, (19) REACH.

Article IV- Amendment and Revision Procedures for Bylaws

IV: Section A: Amending Bylaws

1.000 Standard Amendment Procedure

- 1.100** When amending specific wording or phrasing, the new wording will be underlined.
- 1.200** When rewriting an entire section, the words NEW SECTION in lettered format shall begin each section (ex: NEW Section A:, Section B:, etc...).
- 1.300** When a word, line, phrase, or section is being deleted without replacement, the deletion will be printed with a line running through it.
- 1.400** When submitting a Bylaw Amendment, changes need to be added as an agenda item prior to being submitted, changing the ASLCSC table of contents to match the new page numbering after the new agenda item is applied. (This is needed if, and only if, the sections listed in the table are affected by the new Bylaw change)
 - 1.410** Council members may also submit Omnibus revisions if changes to the ASLCSC Bylaws exceed a total of (seven) 7 pages of Bylaws, with a new copy of the laws distributed to Council Members in its entirety with an Omnibus label attached.
 - 1.420** Omnibus revisions should be recorded and numbered in Article IX with the date of revision.
- 1.500** All amendments shall include a Statement of Intent.
 - 1.510** The Statement of Intent shall include, but is not limited to, the reason for submitting the agenda item and the purpose of the agenda item.
- 1.600** Any member of the ASLCSC Council may submit an amendment for introduction.
- 1.700** Submission of a proposed Bylaw amendment for future introduction into the Council shall consist of the following:
 - 1.710** Submit the proposed agenda item and Statement of Intent to the Justice Senator
 - 1.720** The Justice Senator must render an expeditious ruling of constitutionality, and return the agenda item & Statement of Intent, along with the written and signed ruling, to the author, within a period not to exceed ten (10) business days.
 - 1.730** If the agenda item has been ruled constitutional, the author shall submit the agenda item to the Senate Pro-Tempore for convening of the Ways and Means Committee.
 - 1.731** When the agenda item reaches the Ways and Means Committee, the Committee shall review and make recommendations to the Council expeditiously, within a time not to exceed ten (10) business days.
 - 1.732** If revisions of the agenda item have been suggested, the agenda item must be returned to the author and the author may resubmit it to the Justice Senator, once the revisions have been made.
 - 1.733** If the author disagrees with suggested revisions, the agenda item may be given to the ASLCSC President to be placed upon the agenda for the next Council meeting.
 - 1.740** If the agenda item has not been ruled constitutional, the author has the opportunity to revise the agenda item according to the ruling, and resubmit to the Justice Senator for review.
- 1.800** This agenda item shall be passed if it receives a two-thirds (2/3) majority vote of the ASLCSC Council members.

2.000 Formatting of the ASLCSC By-Laws

- 2.100** Articles shall be listed by roman numeral in bold underlined italics, with a hyphen

appearing between the numeral and title of the article.

2.200 Sections shall be listed by letter in bold following its article numeral.

2.300 Underneath sections, lines shall be numbered by bolded Arabic numeral sequence following a x.xxx format.

2.310 Numbers ending in x.000 shall be bolded if functioning as a line title.

2.400 This line is referenceable as IV A: 2.400 or Article IV Section A:Line 2.400.

2.500 A blank line shall be placed in between sections and a page break placed after the end of each article.

2.600 The standardized formatting for ASLCSC Bylaws shall be 12 point Times New Roman font single-spaced in black text with 0.5” margins on all edges of the page.

2.700 Resolutions shall follow the formatting conventions of Council Resolution No.1.

3.000 Fast-track Bylaw Amendment Process

3.100 The Fast-track Bylaw Amendment Process or FLAP shall be defined as a special and emergency Bylaw Amendment process requiring only the submission as an agenda item & the approval of a two-thirds (2/3) majority vote of a Regular Session.

3.110 The FLAP may take place only during a regular Tuesday session of the Council.

3.200 The ASLCSC Advisor, the Vice President for Student Affairs, the President of the College or his official representative may submit a Bylaw Amendments through the FLAP to ensure compliance of the ASLCSC Bylaws with federal, state, county & city law as well as LCSC Policies & Procedures.

3.300 The FLAP should be used in emergency circumstances when the standard amendment process would take a prohibitively large period of time.

Article V- Elections

V. Section A: Election Board

1.000 Election Board

1.100 The Election Board shall consist of at least five (5) members.

1.120 The Chairperson of the Election Board shall be the Justice Senator unless otherwise specified by ASLCSC Bylaws Article II Section A Line 6.131.

1.121 The Chairperson shall nominate members for the Election Board as deemed appropriate by the ASLCSC Advisor.

1.130 Members of the Election Board are not eligible to run for an elected ASLCSC Council office.

1.131 In the event that an Election Board member receives write-in votes, the Election Board member is prohibited from filling the position.

1.140 Members of the Election Board shall serve for one (1) academic year and may serve subsequent years at the discretion of the ASLCSC Council.

1.150 Members of the Election Board shall not be allowed to actively support, promote, or campaign for or against any candidate to be decided by an ASLCSC election. Election Board members are permitted to vote in the elections.

1.160 The Election Board will convene at least five (5) business days prior to any election.

1.170 An Election Code shall be proposed by the Election Board and reviewed by the ASLCSC Justice Senator for constitutionality. The ASLCSC Justice Senator shall submit the Election Code to the ASLCSC Council for approval on or before the last Council meeting in October.

1.171 The Election Code shall consist of, but is not limited to, General Elections, Special Elections, Run-Off Elections, Candidates, Candidate Filing Forms,

Campaign Rules, Election Calendar, Ballots, Voting, Election Results, and Candidate's Letter of Intent.

- 1.172** The Election Code shall consist of, but is not limited to, all election rules and campaign rules not covered within the ASLCSC Constitution and Bylaws.
- 1.180** The General Elections will take place in the Spring Semester, in accordance with the Election Code and Election Calendar.
- 1.190** The Election Board Chairperson shall present a proposed ballot to the Council a minimum of three school weeks preceding every election.
 - 1.191** Upon the Council's approval of the proposed ballot, the Chairperson is responsible for ensuring that the student newspaper is presented with, and asked to print, the approved sample ballot in the issue one week prior to the election, with the assistance of the Media Relations Senator as needed.
- 1.200** The Election Board will post positions and issues for all elections. The dates of the elections will also be posted.
 - 1.201** The Election Board will ensure that the information is posted in all campus wide mediums and kiosk(s).
- 1.210** All questions concerning elections shall be presented to the Election Board, in writing, within five (5) business days following the election.
 - 1.211** All requests for hearings must be in writing.
- 1.220** All disputes and irregularities are to be decided by a simple majority of Election Board members unless otherwise required by LCSC policies.

V. Section B: Election Standards

1.000 Candidate and Campaign Rules and Procedures

1.100 Candidates Rules and Procedures

- 1.110** Candidates must be current members of the LCSC Student Body.
- 1.120** Before assuming office, all candidates will file a signed Candidate Filing Form with the Election Board stating their intent to be enrolled, while maintaining their academic eligibility at Lewis-Clark State College during their term of office as per, ASLCSC Bylaws VI.A:1.000.
- 1.130** The candidates must be eligible to hold office as stipulated in the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.
- 1.140** All candidates shall acknowledge and abide by the Election Code.
 - 1.141** All Candidates shall ensure that they do not break laws, ordinances, rules or regulations of LCSC, the City of Lewiston, Nez Perce County, the State of Idaho, or the United States Federal Government while campaigning.
- 1.150** A Letter of Intent will be filed with the Election Board by all elected candidates stating their acceptance of the office for which they have been elected.
 - 1.151** The Letter of Intent is due in the ASLCSC Council office no later than 4:30 PM. the Friday before Sine Die.
 - 1.152** The failure to submit a Letter of Intent equates to declining the position for which the candidate was elected.
- 1.160** A signed Statement of Acknowledgement for having read and understood the ASLCSC Code of Ethics and Attendance Policy will be submitted no later than 4:30 PM the Friday before Sine Die.

1.161 Originals of the Statement of Acknowledgement will be filed with the ASLCSC Administrative Assistant or designee.

1.200 Campaign Rules and Procedures

1.210 Violation of the Election Code will receive punishment deemed appropriate by the Election Board.

1.211 Punishment may result in disqualification from ASLCSC elections, referral to the ASLCSC Advisor for possible dismissal from the Council and/or other censure, at the discretion of the Election Board.

1.212 The ASLCSC Advisor shall be informed by the Election Board of any punishment it decides on and they may modify, support or reject the Board's decision within reasonability, in order to abide by LCSC policies and procedures.

1.213 Any decision of the ASLCSC Advisor regarding modifications to censure for violations may only be imposed with the approval of the Election Board and ASLCSC Advisor. The decision is then final.

1.220 Ignorance of the rules shall not be considered a valid defense for violations of the election code.

1.221 Candidates shall be responsible for any violations that occur on behalf of their candidacy.

1.230 The President, Vice-President and Council Candidate Forums shall be held no more than two weeks before the election. Candidates are required to participate in at least one (1) Election Board Sponsored Forum, with Presidential and Vice-Presidential candidates participating in both.

2.000 Election Rules and Procedures

2.100 Ballots

2.110 Voting shall be done by Secret and Absentee Ballot.

2.120 The names of all candidates shall appear on the ballot if all other requirements are met in conformity to the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures.

2.130 Secret Ballots shall be used with spaces for write-in candidates.

2.140 Absentee Ballots will be available in the ASLCSC office and with Coeur d'Alene administrative staff, eight (8) business days prior to any election.

2.200 Voting

2.210 Polling Booths for all elections will be in the Student Union Building.

2.220 No person shall vote without first presenting to the polling representatives or campus site secretaries proof that they are a current member of the LCSC Student Body, as defined by the ASLCSC Constitution, Bylaws, Codes, Policies and Procedures. This proof of enrollment will be noted on a list of current students to prevent repeat voting.

2.221 Proof will be either a valid Student ID card or any other official LCSC documents showing the student's current identification number accompanied by a piece of government issued photo identification.

2.230 No proxy votes shall be permitted.

2.240 Voting shall be done by Secret and Absentee Ballot, which shall be provided by the Election Board.

2.250 Absentee Ballots shall be postmarked no later than the Monday prior to elections.

- 2.260** Outreach Sites and Extended Campus Sites will follow Absentee Ballot procedures for voting.
- 2.300 Election Results**
- 2.310** All Ballots shall be tallied at the Lewiston LCSC campus in the presence of at least three (3) Election Board members, including the ASLCSC President, and an official representative of LCSC, as selected by the Election Board.
- 2.311** Absentee Ballots will be tallied separately from the main bulk of the Lewiston campus ballots.
- 2.320** Every effort should be made by the Election Board to inform all candidates of unofficial election results following the tally of the votes on Thursday evening.
- 2.321** Included in the unofficial election results, the Absentee Ballots will have their own breakdown indicating the results when posted or published.
- 2.330** All inquiries and/or formal complaints concerning elections shall be presented to the Election Board in writing within five (5) business days following the election.
- 2.331** All requests for hearings must be submitted in writing to the ASLCSC Administrative Assistant or designee.
- 2.340** Election results shall be certified by the Election Board before the first regularly scheduled ASLCSC Council meeting after the deadline for a hearing request or after all questions, disputes, and irregularities has passed. Only results certified by the Election Board may be presented to the ASLCSC Council for validation.
- 2.341** The certified results presented by the Election Board shall be validated by a simple majority with a quorum.
- 2.342** Should the ASLCSC Council disapprove of the certified election results; the Vice President for Student Affairs shall designate an arbitrator other than the ASLCSC Advisor to settle the dispute. The arbitrator's decision regarding the validation of certified election results shall be binding.
- 2.343** After either the approval of the Council or arbitration by the Office of Student Affairs, certified election results shall be considered validated.
- 2.350** In the case of a tie vote for President, Vice-President, or the last Senate seat, a run-off election shall be called by the Election Board within five (5) business days after the election has been validated.
- 2.351** Run-off elections shall be considered as general elections for the purposes of investigations into violations of the election code, except in the case of deadlines which should be moved up in accordance with the dates of the new election to allow for sufficient time for investigation of complaints.
- 2.360** All disputes and irregularities shall be decided by the Election Board, with serious violations of the election code considered to be criteria for referral to the Office of Student Affairs for violation of LCSC's Student Code of Conduct, or to relevant law enforcement authorities for suspected violations of the law.

V. Section C: Recall Elections

- 1.000** Recall elections shall be conducted no later than two (2) months after a petition with sufficient signatures has been received by the ASLCSC Administrative Assistant's Office.
- 1.100** A recall election requires a petition signed by ten percent (10%) of the eligible electorate in a manner that allows verification of their membership in the ASLCSC.
- 2.000** Recall elections shall take place during a consecutive Tuesday and Wednesday and shall be subject to the oversight of the ASLCSC Advisor.

- 3.000** Unless otherwise directed by the ASLCSC Advisor, recall elections shall be conducted in the same manner as normal elections, except for candidate forums, which will take place at the Advisor's discretion.
- 3.100** Any Council member named in a recall election shall have the opportunity to present their defense in a public forum.
- 4.000** Any recall election in which two thirds (2/3) of the votes are cast for the removal of the Council Member in question shall constitute a relinquishment of office by that Council Member and the vacancy shall be filled according to Article II Section A: 10.000 of the ASLCSC Bylaws.

V. Section D: Ballot Initiatives and Referendums

- 1.000** All referendums and initiatives shall be examined by the Ethics Committee and ASLCSC Advisor prior to being placed on the ballot, and at a date no later than eight (8) weeks prior to the General Election.
- 2.000** Referenda which contain unacceptable language or that would result in a violation of campus policies should be prevented from being placed on the ballot and remanded to its authors for revision.
- 3.000** The Election Board will assign a number to each referenda item to be displayed on the ballot with the organization, individual(s) or student group putting forth the referenda item.
- 4.000** Any legislation being passed via ballot initiative will be presented in its entirety on the ballot during the next general election.

Article VI- Eligibility and Qualification

VI. Section A: Eligibility for Membership

- 1.000 Eligibility**
 - 1.100** There is no academic grace period for any member of the ASLCSC Council.
 - 1.101** ASLCSC Advisor or ASLCSC Administrative Assistance or designee will review Academic eligibility every semester, which shall consist of the keeping of at the minimum a 2.50 cumulative GPA, an active enrollment of at the minimum 6 credits at LCSC and upholding the Student Code of Conduct.
 - 1.200** ASLCSC Council Members must uphold the Student Code of Conduct, maintain professionalism whenever serving in an ASLCSC capacity and must be a student enrolled for credit at LCSC.
- 2.000 Relinquishment of Office**
 - 2.100** A voluntarily written and signed resignation may be submitted as a relinquishment of office.
 - 2.200** A member of ASLCSC Council that no longer meets eligibility of membership, in accordance with the ASLCSC Constitution, Bylaws, Codes, and Policies and Procedures, automatically relinquishes their position.
 - 2.300** Failure to submit a Letter of Intent accepting or continuing any ASLCSC Council position constitutes either the declination of the position and/or a relinquishment of office.
 - 2.400** Impeachment of the Council Member by the process detailed in Article VI Section B of the ASLCSC Bylaws constitutes a relinquishment of office.
 - 2.500** A recall election decided in favor of removal of a Council Member from Office constitutes a relinquishment of office.

VI. Section B: Grievance Policy, Censure and Impeachment

1.000 Definitions

- 1.100** A “Complainant” is defined as a student of Lewis-Clark State College. If an ASLCSC Council member wishes to file a complaint against another Council member, they shall be considered as officials not complainants.
- 1.110** If an ASLCSC Council official wishes, they may file a complaint as a student
- 1.200** The term “Censure” shall be defined as taking away privileges for the purpose of expressing disapproval toward the actions of a Council member.
- 1.210** Elements of censure could be, but are not limited to: Formal apology, public referral to the ASLCSC Advisor, removal from a committee(s), impeachment and Stipend Modification.
- 1.300** The term “Mediation” shall be defined as an agreement to enter into discussions with the ASLCSC Advisor and the other party to attempt to resolve a dispute to the satisfaction of both parties.
- 1.310** Mediation is defined as non-binding and solely reconciliatory for the purposes of ASLCSC grievance proceedings.
- 1.400** The term “Arbitration” shall be defined as an agreement between two conflicting parties or individuals to enter discussion with a third party for the purpose of ending a dispute. Once both groups have entered arbitration, the decision by the third party is binding unless appealed to the Ethics Committee.
- 1.410** An agreement produced by mediation or arbitration must be in writing, signed by both parties and filed with the ASLCSC Administrative Assistant.
- 1.420** Copies of the complaint shall be distributed to the ASLCSC Ways and Means Committee and the Ethics Committee upon the filing of the complaint with the ASLCSC Council.
- 1.500** The deadline shall be defined as two (2) business days after a complaint is filed with the Ethics Committee, the respondent must be notified by the Ethics Chairperson. The process of investigation by the Ways and Means Committee and the ruling by the Ethics Committee must not exceed eleven (11) business days. An extension may be filed through the Justice Senator, not to exceed sixteen (16) business days.

2.000 Process of Complaint

- 2.100** Unless otherwise prohibited by LCSC campus policies, ASLCSC grievances shall proceed to the Ethics Committee only after an attempt at mediation and/or arbitration has been made. The Ethics Committee shall receive all complaints and file them with the Ways and Means Committee.
- 2.110** If appropriate, an attempt should be made to mediate any disputes between the plaintiff and the respondent, with the ASLCSC Advisor or designee serving as mediator.
- 2.200** If no mutually agreeable resolution can be found through mediation, the dispute may proceed to arbitration.
- 2.210** A grievance must be filed in writing with a letter of grievances listing Inappropriate conduct of the member(s). These must be filed electronically with the ASLCSC Advisor or their designee before proceeding to arbitration.
- 2.220** The ASLCSC Advisor shall serve as arbitrator unless otherwise designated. The Advisor’s decision is binding unless appealed to the Ethics Committee.
- 2.300** If an appeal is made to the Ethics Committee, it shall receive all complaints and file them with the Ways and Means Committee. The Ways and Means Committee shall review and

investigate the complaint, and send it with their recommendation back to the Ethics Committee.

- 2.310** If the arbitrator has rendered a decision on the grievance proceeding, a copy of their decision in writing shall be provided to the Ways and Means and the Ethics Committees, along with a copy of the original complaint.
- 2.400** The Ways and Means Committee shall investigate the complaint, and send a copy of the investigation and original complaint alongside their recommendation to the Ethics Committee.
- 2.500** The Ethics Committee will then consider the information from the Ways and Means Committee and determine for acquittal, censure, and/or impeachment.
- 2.600** If the respondent is censured, then the Ethics Committee must submit this ruling as an agenda item to be introduced to the ASLCSC Council for a vote.
- 2.610** If the ASLCSC President is the subject of the recommendation by the Ethics Committee, the meeting shall be presided over by the ASCLSC Vice-President or a designee selected by the ASLCSC Advisor.
- 2.700** If the ASLCSC Council votes to uphold the ruling from the Ethics Committee with a vote of two-thirds (2/3) of the Council with all sitting members present, the respondent may submit an appeal in writing to the ASLCSC Advisor if they believe this ruling is in violation of ASLCSC Bylaws, the ASLCSC Constitution, and/or LCSC Policies and Procedures.
- 2.800** Upon an appeal, the ASLCSC Advisor or designee will review the case and sentencing for compliance with the ASLCSC Constitution, ASLCSC Bylaws and LCSC Policies & Procedures then determine whether to uphold the ASLCSC Council ruling, or the Advisor may issue a corrective ruling to bring this ruling into compliance with said policies listed above.
- 2.810** The ASLCSC Advisor will rule within five (5) business days of the vote to uphold the Ethics Committee ruling. This decision must be presented to an Executive Session of the ASLCSC Council within two (2) business days of rendering and this communication should be rendered in writing as soon as possible to both disputing parties. The ASLCSC Advisor's decision is final and may not be appealed through ASLCSC internal proceedings.
- 2.900** Impeachment by a two-thirds (2/3) vote of the Council with all sitting members present, unless otherwise specified by the ASLCSC Advisor, and shall constitute a relinquishment of office unless the decision is ruled unconstitutional by the ASLCSC Advisor.

VI. Section C: Eligibility for Credits

1.000 Eligibility for Credits

- 1.100** All members of the ASLCSC Council are eligible for academic credit at the discretion of the ASLCSC Council Advisor. Members are eligible for credit(s) by their respective positions as listed below.
- 1.110** The ASLCSC President shall be eligible to receive four (4) credits per semester in SD 330 Practicum in Student Government.
- 1.120** The ASLCSC Vice-President and Senate Pro-Tempore shall be eligible to receive three (3) credits per semester in SD 330 Practicum in Student Government.
- 1.130** The ASLCSC Senators shall be eligible to receive two (2) credits per semester in SD 130 Practicum in Student Government

- 1.140** Other students who assist the ASLCSC Council with various assignments and special projects may be eligible for some practicum credit as arranged on a per case basis with the ASLCSC Council Advisor.
- 1.150** Student Development credit(s) are elective credit(s), which generally are not used to fulfill core or major requirements. Eight (8) hours maximum of Student Development credit may count toward a Bachelor's degree. Grading is Pass/Fail by decision of the ASLCSC Council Advisor.
- 1.151** ASLCSC Administrative Assistance or designee or ASLCSC Advisor will review eligibility every semester

VI. Section D: Eligibility for Stipend

1.000 Eligibility for Stipend & Stipend Modifications

- 1.100** Members of the ASLCSC Student Council shall be eligible to receive a stipend regardless of their voting record unless subject to Stipend Modification or Stipend Reduction. The stipend shall be determined on the following basis:
 - 1.110** Eligible members shall receive a full stipend by serving a complete semester while fulfilling all ASLCSC obligations and meeting all eligibility requirements.
 - 1.120** If members resign or are removed from office, they shall receive a prorated portion of their stipend unless further censured.
 - 1.130** Members who fill vacant positions shall receive a pro-rated stipend.
 - 1.140** The ASLCSC Pro-Tempore will be responsible for turning in stipend information by the deadline. If the Senate Pro-Tempore is unable to meet the stipend deadline, then the responsibility will fall to the ASLCSC President, then to the ASLCSC Advisor.
 - 1.141** The ASLCSC President shall upon completion of each semester receive a stipend equal to three thousand dollars (\$3,000.00).
 - 1.142** The ASLCSC Vice-President shall upon completion of each semester receive a stipend equal to two thousand dollars (\$2,000.00).
 - 1.143** The ASLCSC Senate Pro-Tempore shall upon completion of each semester receive a stipend equal to one thousand two hundred dollars (\$1,200.00).
 - 1.144** All other ASLCSC Senators shall upon completion of each semester receive a stipend equal to one thousand dollars (\$1,000.00).
 - 1.145** ASLCSC Advisor and Administrative Assistance or designee will review stipend eligibility every semester.
 - 1.146** Stipends will be split into two (2) payments per semester.
 - 1.150** In accordance with censure outlined in line with Article VI Section B, once initiated by the Ways & Means Committee after the grievance process, a Stipend Modification must be backed by written and signed documentation, with a copy to be given to the ASLCSC Council member whose stipend has been reduced, and the original to the ASLCSC Administrative Assistant for proper records.
 - 1.151** In the case of a Stipend Modification passing, the vote shall be formally recorded on a paper ballot to include each affirming Council member's signature.
 - 1.160** Any ASLCSC Council member receiving a Stipend Modification may appeal said modifications to the ASLCSC Advisor for a review of constitutionality within

five (5) business days. Unless there is a clear violation of LCSC Policy, other applicable policies, labor laws or the ASLCSC Bylaws and Constitution, the ruling of the Council is final on Stipend Modifications.

1.170 Any Stipend Modifications shall be kept as confidential as possible until a constitutionality review or six (6) business days have passed.

2.000 Administrative Oversight & Stipend Reductions

2.100 As per ASLCSC Bylaws Article II Section A Lines 1.800, 2.200, 3.200, 4.200, 5.200, 6.200 & 7.200, all members of the ASLCSC Council may have stipends subjected to Stipend Reduction as deemed necessary by the ASLCSC Advisor and upon the majority vote of the ASLCSC Council.

2.110 The ASLCSC Advisor shall request that the item be added to the agenda in the following format: “Stipend Reduction of <Position> <Last name> for the amount of <value of old stipend less the value of the reduced stipend>”

2.120 If a Council Member believes they have had their stipend reduced unconstitutionally or unfairly, they may file a complaint with LCSC Human Resource.

2.200 While “Stipend Modifications” pursued by the Ethics Committee shall be kept confidential for a period, “Stipend Reductions” brought forward by the ASLCSC Advisor shall be subject to public debate to ensure transparency.

2.300 Stipend reductions are to be initiated by the ASLCSC Advisor only when internal grievance proceedings and the Stipend Modification process have both proved insufficient, or if ASLCSC Council Members are unwilling to initiate such proceedings in the context of clear evidence of misconduct.

2.400 The ASLCSC President may not exercise a veto in stipend reduction or modification proceedings nor may the ASLCSC Vice-President cast a tie breaker vote.

Article VII- Office Procedures

VII. Section A: ASLCSC Office Procedures

1.000 Office supplies are for ASLCSC Council members’ use only.

1.100 Office supplies include, but are not limited to, paperclips, post-it notes, staplers, tape, three-hole punches, forms, stationary, envelopes, printer cartridges, and notepads.

1.200 Computers, printers, and paper may be used in moderation for homework.

1.300 Theft of office materials may result in removal from office and legal prosecution.

1.400 ASLCSC Council computers shall be reserved for Council members’ use only.

1.500 The ASLCSC Kitchenette is a shared space with Student Activities and should be kept clean at all times.

1.600 All prizes given away by ASLCSC should be recorded and reported to the ASLCSC Administrative Assistant or designee. Failure to do so may result in investigation for theft, grievance proceedings and/or stipend modification.

VII. Section B: ASLCSC Parliamentarian Position and Procedures

1.000 Purpose

1.100 The ASLCSC Parliamentarian Position is to provide up to one (1) student at a time per school year with work and student government experience, as well as provide Associate Students of Lewis-Clark State College with assistance with ASLCSC general operations.

- 1.110 The general operations that the Parliamentarian Position will be expected to assist will be at the discretion of the ASLCSC Advisor and/or ASLCSC Administrative Assistant.

2.000 Activation

- 2.100 The ASLCSC Parliamentarian Position can be activated by the ASLCSC Advisor if the ASLCSC Advisor believes that the ASLCSC Council Members require assistance in ASLCSC general operations as stated in Article VII, Section B, 1.000.
- 2.110 The ASLCSC Advisor can activate the Parliamentarian Position between Sine Die and the first ASLCSC Council Meeting of the academic year and/or the ASLCSC Advisor's discretion.

3.000 Deactivation & Removal from Office

- 3.100 The ASLCSC Advisor can terminate the Parliamentarian Position at the ASLCSC Advisor's discretion.
- 3.200 The ASLCSC Advisor may remove the ASLCSC Parliamentarian at their discretion.
- 3.300 The ASLCSC Council may remove the Parliamentarian from office with a two-thirds (2/3) vote after a recommendation from the Ethic Committee.

4.000 Qualifications

- 4.100 To qualify, students interested in the ASLCSC Parliamentarian Position are required to:
 - 4.110 Attend LCSC while taking at least six (6) credits per semester at the time of appointment.
 - 4.120 Have an academic standing with an accumulative 2.5 GPA or above.
 - 4.121 Exceptions may be taken for new students who are attending their first semester at LCSC if they are considered qualified and experienced enough for the position at time of appointment by the ASLCSC Advisor.
 - 4.130 Be able to attend mandatory weekly council meetings
 - 4.131 These meetings include, but are not limited to, the weekly ASLCSC Council Meetings on Tuesdays and Thursdays at 4:30 pm.

5.000 Responsibilities

- 5.100 The ASLCSC Parliamentarian, once taking the position, will be required to:
 - 5.110 Must maintain at least, but not limited to, one (1) office hour per week.
 - 5.120 Attend all mandatory ASLCSC Council Meetings.
 - 5.121 If the Parliamentarian is unable to attend a mandatory Council Meeting, the individual is required to fill an ASLCSC Absence Request Form and turn it in to the ASLCSC Secretary and/or designee.
 - 5.122 Although it is not required, Parliamentarians will be expected to attend non-mandatory meetings if capable, and to inform the ASLCSC Advisor, ASLCSC Secretary, designee, and/or fellow ASLCSC members when they are unable to attend.
 - 5.130 Assist with all activities and events that are hosted, assisted, and/or provided by ASLCSC as designated by the ASLCSC Advisor, ASLCSC Secretary, and/or designee and approved by the ASLCSC President.
 - 5.131 These events include, but are not limited to, ASLCSC Christmas Craft Fair, Student Involvement Fair, Lunch with Leaders, Associated Students Advisory Board Activities and the Graduation Banquet.
 - 5.132 If unable to assist with an activity and/or event, Parliamentarians are expected to fill an ASLCSC Absence Request Form and turn it in to the ASLCSC Secretary and/or designee.

- 5.140** Act as a replacement for committee seats as designated by the ASLCSC Advisor, ASCLSC Secretary, and/or designee.
- 5.150** Follow and abide by the ASLCSC Student Constitution and ASLCSC Bylaws, as well as to abide to the requirements and expectations listed for Article VII, Section B.
- 5.151** Failure to follow and/or abide by these, as well as misrepresent ASLCSC, may and/or will result, but are not limited to, reduction in stipends and/or removal from the ASLCSC Parliamentarian Position.

6.000 Benefits

- 6.100** Given a stipend of \$500 a semester.
- 6.200** Shall be eligible one (1) academic elective credit in SD 130 Practicum in Council Leadership Development.

Article VIII- College Administrative Policies & Procedures

VIII. Section A: Administrative Policy Conflicts

- 1.000** The ASLCSC Council authorizes LCSC Administration to exercise their judgement in cases where the bylaws conflict with administrative procedure and/or guidelines. Possible incompatibilities should be referred to the ASLCSC Advisor for constitutionality-review.
- 2.000** The ASLCSC Council reserves the right to publicly voice disapproval of and appeal any administrative decision regarding Constitutionality Review by passing a Dispute of Review.
- 2.100** A Dispute of Review shall be defined as a special Resolution voicing disapproval of an Administrative constitutionality-review. It may only be passed with the three-quarters (3/4) approval of a General Session consisting of all sitting ASLCSC Council Members, including the President and Vice-President as voting members, in Special Executive Session.
- 2.110** If passed, a letter explaining the rationale for the Dispute of Review shall provided in writing and electronically to the Vice President for Student Affairs with a request to appeal the decision which was issued by the ASLCSC Advisor. The Vice President of Student Affairs may review the case on their discretion or appoint a designee from his office, other than the ASLCSC Advisor or ASLCSC Administrative Assistant, to review the case for him.
- 2.120** A second Dispute of Review of the decision issued by the VP of Student Affairs may be issued to the President of LCSC, with an electronic and written submission to the President of LCSC by the President of the ASLCSC Council upon a three quarters (3/4) vote of all elected members of the council.
- 2.130** A Dispute of Review shall have no other force of policy, procedure or law as it is solely a resolution. The ASLCSC Council shall abide by all LCSC Administrative decisions and only appeal administrative review through relevant institutional and/or legal channels.

Article IX- Ratification

IX. Section A: Ratification

1.000 Foundation

1.100 The first draft of this document was initially ratified on Sept. 3, 2019 by the following nine (9) members of 1st ASLCSC Council (AY 2019-2020).

- 1.200** I. ASLCSC President Kason Seward
- II. ASLCSC Vice-President JeaDa Lay
- III. Senate Pro-Tempore Matthew Hroma
- IV. Media Relations Senator Janette Palencia
- V. Justice Senator William Coulombe
- VI. Committees Senator Drake VanBuskirk
- VII. Senator Andrew Challinor
- VIII. Senator Eric Kanguzu
- IX. Senator Evelin Lopez
- X. Senator Peggy Gunther

1.300 Special thanks to Vice President for Student Affairs Andy Hanson, ASLCSC Advisor Holly Daugherty, Administrative Assistant Stacy Shephard and the By-Law Working Group.

2.000 Omnibus Revisions

2.100 The first omnibus revision of this document was ratified by the ASLCSC Council for AY17-18 on September 12th, 2017.

2.200 The second omnibus revision of this document was ratified by the ASLCSC Council for AY2017-2018 on October 10th, 2017.

2.300 The third omnibus revision of this document was ratified by the ASLCSC Council for AY2017-2018 on November 14th, 2017.

BYLAWS OF THE ASSOCIATED STUDENTS OF LEWIS-CLARK STATE COLLEGE